

Cascade County

Job Vacancy Announcement

Position: Aging Disability Resource Center Coordinator	Closing Date: October 31, 2011
Dept.: Aging Services	Dept. Adm.: Rob Rung
Type of Position: Part-time	Salary: \$10.23 per hour
Applications available at Cascade County Human Resource Department, www.cascadecountymt.gov or Job Service	
All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

Description of Position

This position involves working closely with local partners including North Central Independent Living Services to provide a variety of services to assist people with disabilities, seniors, and their families access information and resources available to them to remain independent in the community. Responsible for supporting the state-wide implementation of a variety of community based information, assistance, referral and advocacy delivery systems outreach, directed towards improving health insurance knowledge, access and outcomes for Medicare beneficiaries who are elderly or disabled and their families, reading and interpreting complex insurance forms, directions and translating information into understandable terms for the average client. Ability to take complex, often conflicting information from multiple sources, make determinations about relevance and validity; assess options and alternatives and solutions that are directed toward meeting the health insurance needs and protecting health care rights of Montana Medicare beneficiaries who are elderly or disabled and/or their families. This position involves traveling throughout Cascade County to give presentations to various size groups and attending meetings, seminars, webinars and engagements in various locations.

JOB REQUIREMENTS

Knowledge: County, State, and Federal regulations regarding the programs within CSD, in particular the Older American Act Title III, Long-term care facilities and related services, Medicare rules and regulation, State Health Insurance Program; Community Partners in Services; Veterans Affairs and Social Security; must be or become certified in State Health Insurance Program (SHIP) and Information / Assistance program from the State of Montana; Microsoft Office software, (Word, Excel, Outlook), Internet and E-Mail; Cascade County Operations Manual; Safety rules, procedures and practices; Public Relations and Outreach techniques.

Ability/Skills: Establish effective working relationships with management, employees, State and federal agencies, other county departments, support professionals, and the general public; Ability to problem solve and communicate effectively and work with many different cultures respecting their heritage and traditions; prepare accurate and reliable reports and forms containing findings, recommendations, and technical documentation; operate a personal computer using word processing spreadsheet and database applications appropriate to assigned duties; day travel out of town and some occasional overnight trips, most travel will be within Cascade County; perform a wide variety of tasks with accuracy and speed under the pressure of time sensitive deadlines; interpret complex forms and explain forms to clients; quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology; meet challenges with resourcefulness through original thinking and creativity; develop solutions; respond promptly to requests for service and assistance from the public and various office personnel; meets established timelines and/or deadlines; deal with frequent change, delays or unexpected events; excellent time management and organizational skills; operate a variety of office equipment; read and comprehend materials; actively listen; analyze and compile information; adhere to standards of confidentiality; follow verbal and written instructions; maintain concentration during frequent interruptions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; observes established lines of authority; identifies problems that adversely affect the organization and its functions and offers suggestions for improvements

EDUCATION AND EXPERIENCE

The above Knowledge, Skills and Abilities are typically acquired through a combination of a high school diploma or GED **and** two (2) years experience in an office environment. Must have a valid Driver's License and successfully complete SHIP and I/A Certification.

The successful Applicant must serve a 6 month probationary period and have a criminal background check conducted. The results thereof may disqualify the Applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.